



An Roinn Leanaí
agus Gnóthai Óige
Department of Children
and Youth Affairs


ciste na
gcuntas díomhaoin
the dormant
accounts fund

TÚSLA

An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

QCBI Innovation Fund: Enhancing Children's and Young People's Outcomes

**Funding Measure under the Quality and Capacity Building
Initiative (QCBI) through Dormant Accounts Funding**

**Guidance Note
and
Application Form**

April 2018



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Guidance Note

QCBI Innovation Fund: Enhancing Children's and Young People's Outcomes

Funding Measure under the Quality and Capacity Building Initiative (QCBI) through Dormant Accounts Funding

- All applications to be returned to; commissioning@tusla.ie closing date for application is 12 midnight on 30th April 2018. No late applications will be accepted.
- Informal queries to Lorraine Donohoe 01-7718500
- Automatic receipts will be issued when application is submitted
- All funding issued to any Organisation by Tusla must comply with the Tusla Governance and Compliance Framework. Please follow link Tusla web Site.
<http://www.tusla.ie/about/commissioning>

1. Introduction

In the past 10 years there has been considerable policy, practice and organisational developments in the range of sectors and settings working with and for children and young people. A common theme in these developments is an increasing focus on early intervention and prevention approaches informed by best available evidence to achieve better outcomes for children and young people. *Better Outcomes, Brighter Futures: The National Policy Framework for Children and Young People 2014 – 2020* identifies **Prevention and Early Intervention** as a key transformational goal for children and young people's services. When Prevention and Early Intervention is based on best available evidence, using the best approaches and delivered by the best placed people, this has significant benefits for children, young people and their families and is also an effective and efficient use of resources.



2. What is the Quality and Capacity Building Initiative?

The *Quality and Capacity Building Initiative (QCBI)*, funded under Dormant Accounts, aims to take a coordinated approach to enhance capacity, knowledge and quality in prevention and early intervention for children, young people and their families, with a focus on those at risk of developing poor outcomes. At the core of the initiative is a desire to foster persistent curiosity amongst those working to improve the lives of children and young people in Ireland. The QCBI aims to support key groups working with children, young people and families to know what works, how it works and provide an evidence supported approach to the application of this work.

Four key strands have been identified to embed and enhance prevention and early intervention in children and young people's policy, service provision and practice and these four strands under the QCBI are as follows:

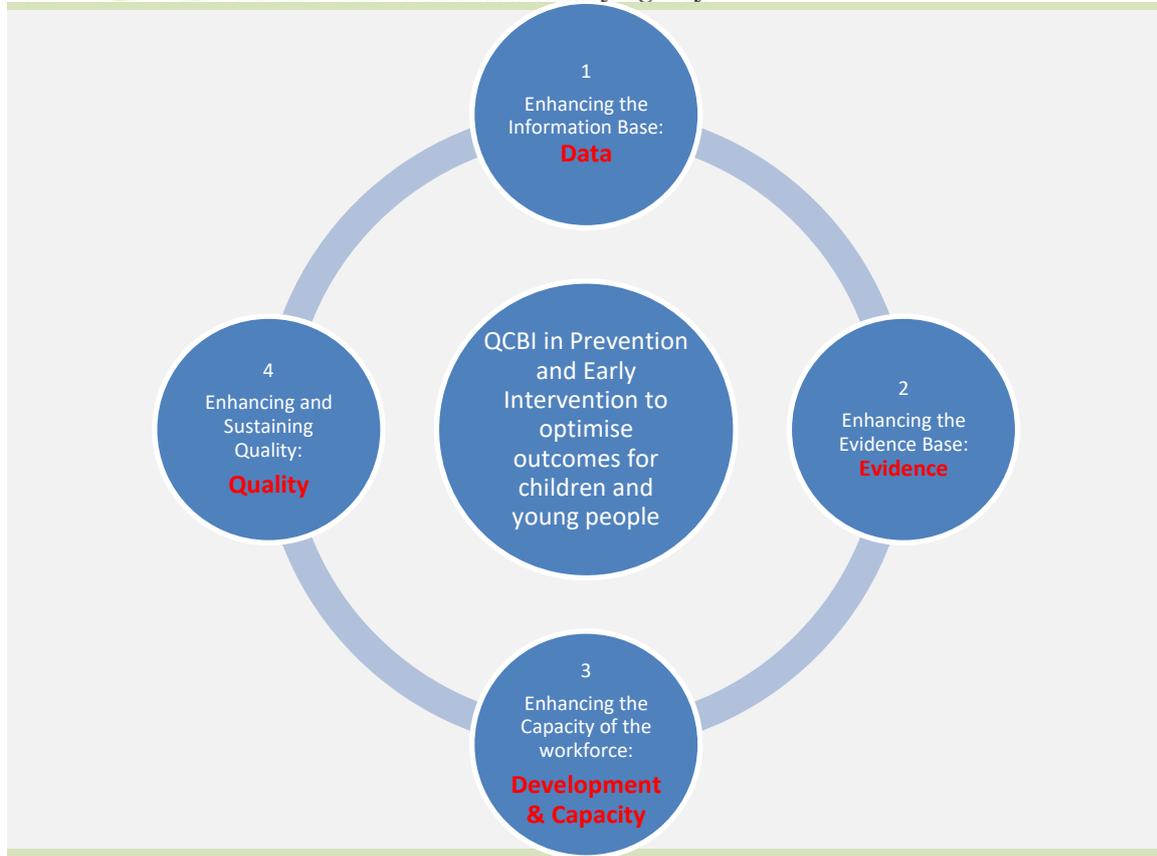
1. Data working strand: The aim of this strand to improve access and use of data and information relating to children, young people and their families by aligning and developing what currently exists in this area.

2. Evidence working strand: The aim of this strand is to harness the learning from prevention and early intervention initiatives and research and actively support the use of this learning as a source and resource to inform planning, delivery, evaluation and continuous improvements.

3. Professional development and capacity building working strand: The aim of this strand is to enhance the capacity and skills development of policymakers, providers and practitioners¹ in the appraisal and application of evidence informed approaches in prevention and early intervention for children and young people through capacity building and development.

4. Quality working strand: The aim of this strand is to align, enhance and sustain quality in prevention and early intervention as it relates to the development and delivery of policy, provision and practice for children and young people.

¹ The term 'practitioners' can also be taken to include volunteers.



3. What is the QCBI Innovation Fund?

The Department of Children and Youth Affairs has developed this specific funding measure under the QCBI to test prevention and early intervention innovations that build on existing data and evidence to improve outcomes for children and young people (0-24 years) who experience disadvantage in Ireland.

Proposals are expected to

1 SEED: Test a new idea for improving one of the following five national outcomes for children and young people and/or the specific cross-cutting themes outlined in the *Better Outcomes, Brighter Futures* Transformational Goals. This strand will support less proven, new and creative approaches to intractable problems facing children and young people experiencing disadvantage in Ireland.

The Department of Children and Youth Affairs is designating a budget of €800,000 in 2018 to support proposals applying under the SEED strand of the QCBI Innovation Fund.

or



2. **SCALE:** Build on an existing programme, model, or approach that has shown promising impact on one of the five national outcomes for children and young people and/or the specific cross-cutting themes outlined in the *Better Outcomes, Brighter Futures* Transformational Goals.

The Department of Children and Youth Affairs is designating a budget of €1,200,000 in 2018 to support proposals applying under the SCALE strand of the QCBI Innovation Fund.

Better Outcomes, Brighter Futures 5 National Outcomes:

1. Active and healthy with physical and mental well being
2. Achieving full potential in all areas of learning and development
3. Safe and protected from harm
4. Have economic security and opportunity
5. Connected, respected and contributing to their world

Better Outcomes, Brighter Futures Transformational Goals:

- Supports Parents
- Early Intervention and Prevention
- Listen to and Involve Children and Young People
- Ensure Quality Services
- Strengthen Transitions
- Cross Government and Interagency Collaboration and Co-ordination

All funding awarded in 2018 will be made for the period of June 1, 2018 to December 31, 2018. All awards are based on funding availability.

Successful applicants may be considered for an additional one year of funding to end of December 2019, subject to meeting intended milestones to end December 2018, viability of tested innovation and submission of a project plan to end of December 2019. All awards will be subject to funding availability.

This Innovation Fund is intended as one off funding under the QCBI. No financial commitments will be made to projects beyond December 2019.

Capacity Development

All successful applicants under the SEED and SCALE strands will receive an additional 10% of the total funding to a project in 2018 under the QCBI to support the capacity development of staff directly associated with the delivery of the proposed innovation.

All successful applicants are expected to participate fully and/or contribute in capacity development opportunities and knowledge exchange supported by the QCBI.



4. What should proposals consider?

This measure is specifically for innovative, one-off, time-bound initiatives which may act as interventions or quality change initiatives in practice or service provision for children, young people and their families. Applicants must consider at the outset the funding time-frame how they plan to meet any future resource liabilities following the period of the funding.

- All Proposals should align with government policy and strategy.
- Due to the timeframe of funding, it is expected that successful proposals will be those which had been in the process of planning and design prior to the announcement of this funding measure and can capitalise on the opportunity this once off funding can provide to deliver on these plans.
- All proposals should have a strong professional development and/or coaching and mentoring component.
- All proposals need to indicate additionality and non-duplication.
- In applying for this funding all applicants must commit to openly sharing their innovations for use and replicability by others under the QCBI.
- Proposals under the SEED strand should be able to clearly demonstrate how an analysis of existing data and evidence indicates an unmet need which can be met in a new and creative way by the proposed innovation.
- Proposals under the SCALE strand should be able to clearly demonstrate using data and robust evaluation results how the proposed approach, model or programme has been shown to improve outcomes for children and young people experiencing disadvantage and can be readily scaled using the additional investment offered by this funding measure.
- Proposals under the SCALE strand should be designed to be delivered across multiple communities (geographical or practice). They should show strong partnership across community and statutory agencies.
- Proposals under the SCALE strand which indicate co-leveraged funding and a clear sustainability plan will be viewed favourably.



Examples of innovations, both local and national, could include:

1. *Proposals for the development, scaling or dissemination of effective approaches and practices and which can be shared as part of the QCBI, including a strong professional development and/or coaching and mentoring component.*
2. *Proposals for the development, scaling or dissemination up of effective resources which aid and support quality service provision for children and young people and which can be shared as part of the QCBI including a strong professional development and/or coaching and mentoring component.*
3. *Proposals for the development and dissemination of exemplars or case studies of effective service provision, service coordination, service integration, capacity building, and quality initiatives.*

5. Who can apply?

Community, voluntary and not-for-profit organisations with a demonstrable track record of implementing evidence informed prevention and early intervention approaches in children and young people's services may apply.

Consortia with a record in cross-sectoral or multi-disciplinary working at national level and experience in children and young people's services are also open to apply. Funding for a consortia of providers, or for a range of itemised funding packages as part of a block application is subject to a lead organisation being in place to monitor and oversee the governance and implementation of the associated proposed initiatives.

A Statutory Body may support community and voluntary lead initiatives funded through this measure but may not be the lead applicant.

Applicants must also have legal status i.e. a legal identity separate from the individuals who make up the membership of the organisation applying for funding.

6. How much funding can I apply for?

The total amount of funding available under this measure in 2018 is €2,000,000.

The minimum funding under the **SEED** strand is €10,000. The minimum funding under the **SCALE** strand is €30,000

There is no maximum amount of funding under either the **SEED** strand or **SCALE** strand.



The amount of funding awarded is dependent on the quality and proposed impact of the initiative outlined in the application form, the ability for the measure to support diverse innovations across a range of community, context and practice areas and the number of quality proposals received.

All funding must be expended by 31st December 2018. Funding that has not been fully spent by this date will be de-committed i.e. returned to the Department of Children and Youth Affairs. Annual budgets will be agreed with successful applicants at the point of contract.

7. What costs are eligible and ineligible?

| Measure – Enhancing Local Innovation to improve children’s outcomes | |
|---|---|
| List of indicative eligible costs | Ineligible costs |
| Support to staff and/or volunteer costs | Organisations’ core costs, including salary and overheads which are not directly attributable to the implementation of the proposed initiative. All costs applied for must be based on real costs and verifiable. |
| Recruitment costs for a new staff or volunteer role | Retrospective costs i.e. for an activity that has already been undertaken prior to date of the proposal approval date. |
| Travel and subsistence for staff . Transport costs for participants where evidence of need can be demonstrated. | VAT, where the applicant is registered for VAT and the VAT can be reclaimed. |
| Course materials | Costs for actions for which more appropriate funding opportunities already exist or have been provided for government departments or other funders |
| Venue Hire/Room Hire | Building costs e.g. routine repairs and maintenance of buildings |
| Event costs | General office equipment |
| Costs for hosting meetings for the oversight and management of the initiative | Costs not directly related to the proposal |
| Development of training or specialist support costs | Sponsorship and charitable donations |
| Trainers/mentors/coaches/facilitators fees | Redundancy costs |
| Hosting of training courses | The purchase of land, buildings and/or refurbishment costs |
| Networking event costs | Equipment costs over €1,000 per item |
| Monitoring and Evaluation costs | Charges such as bank interest costs, fines, financial penalties, and legal dispute costs |
| Publicity and marketing | Depreciation |



| | |
|---|--|
| Small scale equipment costs associated with the project. | Entertainment/gift vouchers/rewards |
| Development of resources and publications | Funds to build up a reserve or surplus |
| Volunteer expenses | |
| Indirect Overhead costs are eligible for Community and Voluntary Organisations only at a flat rate of 5% of the total direct cost. Indirect costs are defined as; rent and rates, insurance, water charges, light and heat, general office supplies, cleaning, audit and accountancy fees, ICT and telephone. | |
| All costs must be clearly explained and justified on the budget template and must be directly related to the delivery of the proposal. | |

8. Submitting the application

Soft copies of completed applications must be submitted to commissioning@tusla.ie by the deadline of **Monday 30th April**. All queries in relation to this funding measure can be directed to Lorraine Donohoe 01-7718500.

Please note:

1. Applications received after 30th April will not be considered under any circumstances. A receipt of application will be issued to each applicant by Tusla.
2. Incomplete applications, including applications with missing documentation, will not be considered. For your application to be considered you must complete all sections of the form and attach the required documentation.

Hard copies of the application form will not be accepted or appraised for funding.

9. What is the decision making process?

1. Complete applications will be assessed by Tusla for compliance.
2. Compliant applications will then be forwarded to the Assessment Committee, chaired by the Department of Children and Youth Affairs and supported by Tusla, who will assess applications based on the awarding criteria outlined in section 10.
3. A second tier of assessment may take place, subject to the scale of applications received.
4. Following assessment, the Assessment Committee will draw up a list of recommended projects for funding from those who have received the minimum score, having regard to diversity of funding across geographic, contextual and practice settings.



5. The Assessment Committee will forward their funding recommendations to the Minister for Children and Youth Affairs.
6. Recommendations will then be submitted to The Minister for Rural and Community Development, who will make the final decision on the disbursement of funds to applicants as per Dormant Accounts Funds requirements.
7. All applicants will receive a notification by e-mail of the outcome of their application.

No cost or part thereof, of any element of the proposed initiative can be previously expended before approval date i.e. before the date on which funding approval is confirmed.

10. Assessment Committee Awarding Criteria

The Assessment Committee will use the criteria outlined below to assess each application. This is a competitive process. Achieving the minimum score required is no guarantee of funding.

| Award Criteria | Weighting | Total Marks Available | Minimum Score Required |
|---|------------------|------------------------------|-------------------------------|
| Innovation and Impact | 50% | 1000 | 600 |
| a) Quality of proposal which effectively demonstrates potential for transformation of a social issue in children and young people's services | 80% | 800 | |
| b) Quality of proposed method for determining impact and effectiveness of proposed innovation, and benefit to children, young people and their families | 20% | 200 | |
| Workforce Development | 20% | 1000 | 600 |
| a) Quality of proposed approach to workforce development to ensure persistent curiosity of workforce in addressing social issue | 100% | 1000 | |



| | | | |
|---|-------------|--------------|--------------|
| Project and risk management | 30% | 1,000 | 600 |
| a) Quality of implementation plan | 50% | 500 | |
| b) Quality of sustainability plan and exit strategy post funding period | 50% | 500 | |
| TOTAL MARKS | 100% | 3,000 | 1,800 |

11. Obligations of Successful Applicants

All successful applicants will be issued with a service contract from Tusla. This contract will include a number of standard conditions and may include specific conditions to your application.

Some specific requirements are as follows:

- Successful applicants must ensure that any publicity documents or press releases or similar announcement should include acknowledgement of the source of funding i.e. Department of Children and Youth Affairs, QCBI and, the Dormant Accounts Fund.
- Successful applicants may be required to participate in any specific evaluation including the participation in any networking events or collaborations and the provision of data to evaluator(s) in relation to the delivery of the initiative.
- Successful applicants will be required to submit to Tusla an interim and final report on progress against actions, conditions and outputs outlined in the service contract and the end of the initiative on a date to be set by the DCYA and Tusla.
- Successful Applicants will be required to submit to Tusla on a six monthly basis a financial report. The expenditure return will be supported by evidence of payments made including bank statements, invoices and evidence of compliance with procurement requirements.
- Successful applicants may be requested to meet with their local Tusla Senior Manager for Prevention, Partnership and Family Support to discuss the implementation of their proposal.
- Successful applicants must commit to the full expenditure of the funding by the end of 2018. Any money unspent by December 31st 2018 must be surrendered to Tusla, who will return it to the Department of Children and Youth Affairs; Tusla will recover money from any organisation found in breach of this requirement.
- Successful applicants must agree to submitting details of their innovations for information and use to others in the sector under the QCBI.



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- Successful applicants must provide confirmation of compliance with Children First Act and Guidance.

12. Payment schedule for successful applications

- 70% of the funding awarded on receipt of the signed service contract and compliance with all pre-payment conditions included in the service contract.
- 30% paid following achieved of agreed milestones. The amount paid depends on verified expenditure, submission of progress reports and evidence of compliance with all service contract conditions.

Payments are subject to compliance with the public procurement guidelines. Non-compliance may result in financial sanctions.

This measure has been designed to take account of the Dormant Accounts Guiding Principles.